

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
jobs@atg.state.in.us  
317-232-7979 (fax)



# JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **ATTORNEY, CIVIL RIGHTS AND EMPLOYMENT LITIGATION SECTION**

Represent State of Indiana and its officials, employees and agencies before state and federal courts in civil matters. Reports to Section Chief of Civil Rights and Employment Litigation Section.

### ***Primary subject matter of cases:***

- Civil rights suits brought against law enforcement agencies, primarily Department of Correction and Indiana State Police.
- Employment discrimination suits and judicial review petitions brought by State employees.
- Federal and state habeas corpus petitions attacking prison disciplinary proceedings, segregation assignments, time calculation, and other determinations by Department of Correction.
- File and prosecute civil claims on behalf of Department of Labor IOSHA division to remedy discrimination against employees who lodge safety complaints.

### ***Principal job duties:***

- Handle all phases of litigation, including research and preparation of pleadings, motions and briefs; consultation with clients; investigation of facts; appearance in court for all hearings and conferences; negotiation of settlements; bench and jury trials in state and federal court.
- Advise clients and other State officials and employees regarding issues that arise in litigation.
- Supervise work of assigned paralegal on discovery and other tasks.
- Various levels of participation in appeals from trial courts, depending on involvement of Appeals Division.
- Perform other tasks as assigned by Section Chief.

**Qualifications:**

- Knowledge of federal and state practice rules.
- Familiarity with causes of action (primarily 42 U.S.C. §§ 1981, 1983 and 1985; Title VII of Civil Rights Act of 1964 and other federal employment statutes; federal and state habeas corpus; Indiana Tort Claims Act; IOSHA discrimination statute).
- Familiarity with substantive law (federal and state constitutional law, employment discrimination, torts).
- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in both courtroom and appellate settings. Ability to work with other attorneys and support staff in and out of court.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with clients and witnesses; sensitivity to concerns about individual liability and indemnification. Awareness of public relations and political implications of high-profile cases.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Ability to manage caseload of 50 to 60 civil cases.